

NABARD

राष्ट्रीय बैंक स्टाफ महाविद्यालय
NBSC
National Bank Staff College

ISO 9001:2000 Certified Institution

सेक्टर-एच Sector-H
एल डी ए कालोनी LDA Colony
कानपुर रोड Kanpur Road
लखनऊ -226012 Lucknow-226012
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मानस की उत्कृष्टता हमारा ध्येय - SHAPING MINDS TO EXCEL

सं.रा.बैं.स्टाफ महा. लख./ परिसर - 51/ 2009 - 10 दिनांक 07 सितंबर 2009

प्रिय महोदय

निविदा आमंत्रित करने के लिए सूचना - राष्ट्रीय बैंक स्टाफ महाविद्यालय, लखनऊ में वर्तमान सिविल, प्लंबिंग, इलेक्ट्रिक प्रतिष्ठान (सब स्टेशन को छोड़कर), पानी के टैंक की सफाई, टेलीफोन उपकरणों व कम्प्यूटर उपकरणों की सफाई

- 1 राष्ट्रीय बैंक स्टाफ महाविद्यालय, लखनऊ, सेक्टर -एच, एलडीए कॉलोनी, कानपुर रोड, लखनऊ - 226012 स्थित अपने परिसर में उपर्युक्त कार्य के लिए वार्षिक रखरखाव कॉन्ट्रैक्ट देना चाहता है. राष्ट्रीय बैंक स्टाफ महाविद्यालय /नाबाई के पास सूचीबद्ध ठेकेदारों / वेडरों से मुहरबन्द निविदाएं आमंत्रित है.
- 2 पूरे कार्य की अनुमानित लागत रूपए 2,40,000/- (रूपए दो लाख चालीस हजार मात्र) प्रति वर्ष है.
- 3 टेंडर दस्तावेज जिसमें कॉन्ट्रैक्ट की शर्त, विशेषताएं, मात्राओं की सारणी शामिल है, को प्रधानाचार्य, राष्ट्रीय बैंक स्टाफ महाविद्यालय, सेक्टर एच, एलडीए कालोनी, कानपुर रोड, लखनऊ - 226012 से **दिनांक 07 सितंबर 2009 से 25 सितंबर 2009** के दौरान किसी भी कार्य दिवस (सोमवार से शुक्रवार) पर **रूपए 150/-** (रूपए एक सौ पचास मात्र) की राशि, जो वापस नहीं कर दी जाएगी, के भुगतान पर प्राप्त किया जा सकता है
- 4 वह फर्म जो हमारे द्वारा सूचीबद्ध नहीं है व आवेदन फार्म व टेंडर दस्तावेज प्रस्तुत करना चाहते हैं, वे प्रधानाचार्य, राष्ट्रीय बैंक स्टाफ महाविद्यालय, सेक्टर एच, एलडीए कालोनी, कानपुर रोड, लखनऊ - 226012 से **दिनांक 07 सितंबर 2009 से 25 सितंबर 2009** के दौरान किसी भी कार्य दिवस (सोमवार से शुक्रवार) पर **रूपए 150/-** (रूपए एक सौ पचास मात्र) की राशि, जो वापस नहीं कर दी जाएगी, के भुगतान पर प्राप्त कर सकते हैं. **इसके लिए उन्हें निम्नलिखित पूर्व पात्रता मानदण्ड पूरे किए जाने के समर्थन में संबंधित दस्तावेजों की प्रतियां प्रस्तुत करनी होगी :**

क. 31 मार्च 2009 की स्थिति के अनुसार पिछले सात वर्षों में उन्होंने निम्नलिखित मानदण्डों को पूरा करते हुए इसी तरह का कार्य इसी तरह के संस्थान में पूरा किया हो :

- i. इसी तरह के पूरे किए गए तीन कार्य जिनकी लागत अनुमानित लागत के 40 प्रतिशत से कम न हों अथवा
- ii. इसी तरह के पूरे किए गए दो कार्य जिनकी लागत अनुमानित लागत के 50 प्रतिशत से कम न हों अथवा
- iii. इसी तरह का पूरा किया गया एक कार्य जिनकी लागत अनुमानित लागत के 80 प्रतिशत से कम न हों;
- iv. तथा 31 मार्च 2008 को समाप्त वर्ष की स्थिति के अनुसार पिछले तीन वर्षों में औसतन वार्षिक वित्तीय टर्न ओवर अनुमानित लागत के कम से कम 30 प्रतिशत हों.

5 **केवल उक्त उल्लिखित पूर्व पात्रता मानदण्ड पूरे करने वाले गैर पंजिकृत ठेकेदारों को ही टेंडर दस्तावेज जारी किया जाएगा.** इस संबंध में राष्ट्रीय बैंक स्टाफ महाविद्यालय का निर्णय अंतिम एवं बाध्यकारी होगा.

6 **मुहरबन्द लिफाफे** में टेंडर प्रधानाचार्य, राष्ट्रीय बैंक स्टाफ महाविद्यालय, सेक्टर - एच, एल डी ए कॉलोनी, कानपुर रोड, लखनऊ - 226 012 को संबोधित किया जाना चाहिए व उस पर "राष्ट्रीय बैंक स्टाफ महाविद्यालय, लखनऊ में वर्तमान सिविल, प्लंबिंग, इलेक्ट्रिक प्रतिष्ठान (सब स्टेशन को छोड़कर), पानी के टैंक की सफाई, टेलीफोन उपकरणों व कम्प्यूटर उपकरणों की सफाई के लिए टेंडर" लिखा होना चाहिए. पूरी तरह से भरे हुए टेंडर, जो टेंडरर द्वारा विधिवत् रूप से हस्ताक्षरित हो व सीलबन्द हो को प्रधानाचार्य सचिवालय में इस प्रयोजन हेतु रखे गए टेंडर बॉक्स में **दिनांक 29 सितंबर 2009 को 15.00 बजे तक अथवा उससे पहले** जमा कर दें. देरी से प्राप्त टेंडरों को स्वीकृत नहीं किया जाएगा.

7 टेंडर को **दिनांक 29 सितंबर 2009 को 16.00 बजे** टेंडरकर्ताओं अथवा उनके प्राधिकृत प्रतिनिधियों, जो उपस्थित होंगे, की उपस्थिति में खोला जाएगा.

8 किसी राष्ट्रीयकृत / अनुसूचित बैंक पर आहरित व राष्ट्रीय बैंक स्टाफ महाविद्यालय, लखनऊ के पक्ष में देय डिमाण्ड ड्राफ्ट के माध्यम से रुपए **5000/- (रुपए पांच हजार मात्र)** बयाने की राशि (Earnest Money Deposit) मुहरबन्द लिफाफे में कोटेशन के साथ जमा करवाई जानी चाहिए. ऐसा न करने पर टेंडर नामंजूर कर दिए जाएंगे. बोलिकर्ताओं द्वारा जमा की गई बयाने की इस राशि पर कोई ब्याज देय नहीं होगा. असफल बोलिकर्ताओं की बयाने की राशि पर्याप्त समय के भीतर वापस कर दी जाएगी. सफल टेंडरकर्ता की बयाने की राशि जमानत जमा के रूप में रख ली जाएगी.

9 टेंडरकर्ताओं को सूचित किया जाता है कि वे स्थल को विजिट करें, वर्तमान स्थितियों का सर्वेक्षण करें

ताकि किए जाने वाले कार्य से वे परिचित हो सके व अपनी दरे कोट करने के पहले राष्ट्रीय बैंक स्टाफ महाविद्यालय से आवश्यक स्पष्टीकरण प्राप्त कर सके.

10 किसी भी टेंडर को पूर्णतः अथवा अंशतः स्वीकार करने अथवा अस्वीकार करने का अधिकार राष्ट्रीय बैंक स्टाफ महाविद्यालय के पास सुरक्षित रहेगा. ऐसा करने लिए राष्ट्रीय बैंक के लिए कारण बताना आवश्यक नहीं होगा तथा राष्ट्रीय बैंक स्टाफ महाविद्यालय न्यूनतम अथवा अन्य कोई टेण्डर स्वीकार करने को बाध्य नहीं है. टेंडरों पर मोलभाव करने अथवा किसी टेंडर को अथवा सभी टेंडरों को अंशतः स्वीकृत करने का अधिकार राष्ट्रीय बैंक स्टाफ महाविद्यालय के पास सुरक्षित रहेगा. ऐसा करने लिए राष्ट्रीय बैंक के लिए कारण बताना आवश्यक नहीं होगा. आवश्यकता पडने पर टेंडरकर्ता को राष्ट्रीय बैंक स्टाफ महाविद्यालय द्वारा मोल भाव के लिए दरों की जांच हेतु दर विश्लेषण प्रस्तुत करना होगा.

11. जो टेण्डर उपर्युक्त शर्तों में से किसी या सभी शर्तों को पूरा नहीं करते अथवा जो किसी भी दृष्टि से अपूर्ण हैं व टेंडरकर्ता की स्वयं की शर्तों के टेंडर नामंजूर किए जा सकते हैं.

12 मूल्य बोली में दरें अंकों व शब्दों दोनों में दी जानी चाहिए तथा इन दोनों में कोई विसंगति होने की स्थिति में शब्दों में लिखी गई राशि मान्य होगी.

13. टेंडरर अथवा उसके प्राधिकृत प्रतिनिधि द्वारा टेंडर दस्तावेज के प्रत्येक पृष्ठ पर विधिवत हस्ताक्षर किए जाने चाहिए. किसी भी प्रकार के अधिलेखन (overwriting), सुधार अथवा रद्दीकरण को मुहर के साथ विधिवत रूप से प्राधिकृत किया जाना चाहिए. टेंडर दस्तावेज के साथ दस्तावेज के हस्तक्षारकर्ता के पक्ष में संपूर्ण पॉवर ऑफ एटोर्नी की सत्यापित प्रति होनी चाहिए.

14. टेंडर दस्तावेज में कोई विसंगति, चूक, अनिश्चितता अथवा इसके अर्थ को लेकर किसी शंका को प्रधानाचार्य, राष्ट्रीय बैंक स्टाफ महाविद्यालय को लिखित में रिपोर्ट किया जाए. जो उसकी समीक्षा करेंगे व जहा चाही गई जानकारी के बारे में स्पष्ट रूप से निर्दिष्ट नहीं किया गया है, सभी टेंडरर को एक स्पष्टीकरण बुलेटिन जारी कर देगा जो टेंडर दस्तावेज का भाग होगा. टेंडर दस्तावेज में कोई विसंगति, चूक, अनिश्चितता अथवा इसके अर्थ को लेकर किसी शंका के संबंध में टेंडर जमा करने की तिथि के तीन कार्य दिवस पहले राष्ट्रीय बैंक स्टाफ महाविद्यालय के नोटिस में नहीं लाए जाने पर राष्ट्रीय बैंक स्टाफ महाविद्यालय इसके लिए जिम्मेदार नहीं होगा.

15 प्रस्ताव की वैधता मूल्य बोलियों को खोले जाने की तिथि से 90 दिन होगी.

16. टेंडर आमंत्रित करने की सूचना भी टेंडर दस्तावेज की भाग होगी.

भवदीय

(मुकेश वत्स)

सहायक महाप्रबंधक

NATIONAL BANK STAFF COLLEGE
LUCKNOW

**Tender for Annual Maintenance Contract of existing Civil, Plumbing,
Electrical Installations (Excluding Sub-station), Water Tank Cleaning,
Cleaning of Telephone Instruments & Computer Peripherals**

AT

NATIONAL BANK STAFF COLLEGE, LUCKNOW

NAME OF TENDERER _____

ADDRESS

THE PRINCIPAL
NATIONAL BANK STAFF COLLEGE
SECTOR 'H', LDA COLONY
KANPUR ROAD
LUCKNOW - 226 012

This Tender consists of 28 pages.

TENDER NOTICE

Sealed tenders are invited for Annual Maintenance Contract of existing Civil, Plumbing, Electrical Installations (Excluding Sub-station), Water Tank Cleaning, Cleaning of Telephone Instruments & Computer Peripherals at National Bank Staff College, Lucknow which is estimated to Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only) per annum.

Contractors having experience in undertaking similar nature of work at similar organisations and having executed works individually costing as per NIT of the Tender document only need tender for the work.

Tender forms will be issued from **07/09/2009 to 25/09/2009** from the office of the Principal, National Bank Staff College (NBSC), Sector 'H', LDA Colony, Kanpur Road, Lucknow- 226012 on payment of Rs. 150.00 per set which is not refundable under any circumstances.

In case of the contractors who are not empanelled with NBSC/NABARD, the tender forms will be issued only to those unregistered contractors who are fulfilling the pre-qualification criteria mentioned in the NIT and submit relevant documents in support of the same.

Tenders in prescribed forms, in duplicate, alongwith EMD of Rs.5,000/- (Rupees Five Thousand only) superscribing the description of the work on sealed envelope and addressed to the Principal, National Bank Staff College, Sector 'H', LDA Colony, Kanpur Road, Lucknow 226 012 will be received by the National Bank Staff College **upto 03.00 pm on 29/09/2009** and will be opened on the same day at 04.00 pm in the presence of the authorized representative of the tenderers, who choose to be present. The Bank reserves the right to accept the lowest or any tender or to reject all of them.

Mukesh Vats
Assistant General Manager

FORM OF TENDER

Tender for Annual Maintenance Contract of existing Civil, Plumbing, Electrical Installations (Excluding Sub-station), Water Tank Cleaning, Cleaning of Telephone Instruments & Computer Peripherals at National Bank Staff College, Lucknow

Place :

Date:

The Chief General Manager/Principal
National Bank Staff College
Sector-H, LDA Colony
Kanpur Road
Lucknow- 226 012

Dear Sir,

Having examined the scope of work, general, special conditions and entire tender document relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the quotation/tender. I/We hereby offer to execute the work specified in memorandum and in accordance the rates mentioned in the attached schedule of monthly charges in all respects with the specification and instructions in writing and with such materials as are provided for in all other respects in accordance with such conditions so far as they are applicable.

MEMORANDUM

Description of work	Maintenance of Civil, Plumbing & Electrical (Excluding Sub-station etc.), Cleaning of water tanks, Cleaning of telephone instruments & Computer Peripherals at National Bank Staff College, Lucknow
Contract period	From the date of award of work upto 31 March 2011
EMD	Rs.5000/- (Rupees five thousand only) in the form of DD, drawn in favour of "National Bank Staff College, Lucknow".

2. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of the Annual Contract Agreement annexed

thereto so far as they may be applicable.

3. Our Bankers are:

- 1.
- 2.

4. Address of the firm

Tel No.

Fax

Mobile No.

5. The names of the partners of
Our firm are

- 1.....
- 2.....
- 3.....

6. Name of the partner of the
Firm authorized to sign

- 1.....
- 2.....

Name of the persons with
Power of Attorney to sign the
Contract

- 1.....
- 2.....

Yours faithfully,

(Signature and seal of the Contractor)

Signature and address of witnesses:

AGREEMENT

This agreement made on the _____ day of the month _____ in the year _____ BETWEEN the National Bank for Agriculture and Rural Development, established under the National Bank for Agriculture and Rural Development Act, 1981 having its Head Office at Mumbai and its Training Institute 'National Bank Staff College' at Sector-H, LDA Colony, Kanpur Road, Lucknow (hereinafter referred to as the Bank's Training Institute viz. National Bank Staff College and or its successors and assignees) on the ONE PART;

and

M/s _____, a proprietary/partnership/limited company concern having its office at _____ duly represented by its duly constituted and authorized representative, Shri/Smt _____ (hereinafter called the authorized representative of the Contractor) on the other part.

Whereas NBSC is desirous to carry out annual maintenance of Civil, Plumbing & Electrical works at National Bank Staff College Campus, Sector-H, LDA Colony, Kanpur Road, Lucknow and same have been accepted by M/s _____ at NBSC, Lucknow on the terms and conditions as set out therein and inter-alia others as mentioned below:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement viz.

In witness whereof parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said Contractor M/s _____ to the Employer, NABARD in the presence of :

Signature of Contractor (with seal)

Dy. General Manager

Signature of Authorised representative
of the Employer/Accepting Authority

Witness (Signature, Name and Address)

1. -----
2. -----

NATIONAL BANK STAFF COLLEGE, LUCKNOW

Tender for Annual Maintenance Contract of existing Civil, Plumbing, Electrical Installations (Excluding Sub-station), Water Tank Cleaning, Cleaning of Telephone Instruments & Computer Peripherals at National Bank Staff College, Lucknow

General Conditions/Instructions to the Contractors

1. Contractors are advised to visit the site and understand the nature and scope of the work and doubts of any nature should be got clarified before quoting.
2. Rate should include charges for removal of debris out of premises to nearest municipal dump, removing stains, cleaning the site thoroughly and restoring it to original condition where work is undertaken.
3. Quoted rate should be workable and should include all overheads and profits.
4. Rates should include all taxes, duties, octroi, levies, wages as per contract labour act, work contract tax, ESI, PF etc. and should be firm for the entire contract period. No variation of rates will be allowed.
5. Material will be generally issued by NBSC. Contractor will have to arrange own material if note available with office, after seeking approval from NBSC in writing.
6. Material used should conform to the stipulations as in the relevant I.S. Codes (Latest Edition) BIS & CPWD specification shall be followed as applicable. However, in the absence of the same the decision of NBSC will be final.
7. Monthly payments will be made in the case of items covered in the annual maintenance contract based on the bills submitted by the contractor and certified by the concerned officer/Caretaker/Hostel Supervisor to the effect that all the complaints recorded in the registers have been attended to and routine maintenance has been carried out.
8. Separate work slips/work orders will be issued in respect of the items which are not covered under the lump-sum charges, the contractor may raise the bills for the same within a period of one month after completion of work. NBSC will be at its liberty to reject any claim made after the stipulated time period. The bills for the works carried out without proper work-slip/work order will be

rejected and no further representations will be entertained.

9. Any discrepancy in settlement of bills may be brought to the notice of NBSC within a period of one month after the settlement of the Bills. NBSC will not entertain any claim regarding any dispute in settlement of the bills after the stipulated period.
10. Income tax, surcharge, Works Contract tax and other taxes as applicable will be deducted from total payment due to the contractors.
11. All complaints covered in the lump-sum charges in the Annual Maintenance Contract are to be attended to on the same day and other complaints for which work slips are issued to be attended within a period of 3 days after issue of the work slip. In case of delay in attending the work in time, NBSC will be at liberty to get the work done through any other contractor and the cost may be recovered from the AMC contractor (for AMC of work only).
12. The workmen employed by the contractor should have the valid licence and experience in their trade.
13. The Contractor shall observe all the safety precautions for the safety of the labour and the employees/residents of the NBSC Campus during execution of works. The contractor should arrange to obtain necessary insurance cover for its employees and third party. He would be responsible for the safety of persons employed by him.
14. The working hours to be observed by the contractors shall generally be from 9.00 A.M to 6.00 P.M. However, in the case of emergency, work will have to be continued till the same is completed and for which no extra charges will be paid by NBSC. The contractor shall arrange for attending complaints emergency works after office hours/holidays & charges of the same should be included in quoted rates.
15. The Contractor shall comply with all the applicable Acts, Rules, Regulations, requirement of Law(s) for entering into maintenance contract and NBSC will not in any way be liable or responsible for any default/irregularities/penalties on the contractor's part. The contractor shall indemnify NBSC against all claims on this account.
16. The contractor shall comply with the provisions of contract, Labour Regulation & Abolition Act, 1970, Minimum Wages Act and all other labour laws and

other Statutory Regulations (both Central and States) that may be enforced from time to time by the appropriate authorities. NBSC shall not be held responsible for any penalty on account of failure to adhere to the above labour regulations, etc. NBSC shall have the power to inspect the wage book and muster books and any other records of the contractor and to ask the contractor to comply with Laws.

17. The contractor should be responsible to fulfill all the obligations in connection with the workers employed by the contractor for the purpose of the contract and all the Statutory and other liabilities, if any, including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. in connection therewith shall be on the contractor account and payable by the concerned contractor.
18. The contractor or his supervisor should visit the site atleast twice in a week or as and when required by NBSC for which no extra payment will be made as they should be readily available to NBSC.
19. The contractor should provide uniforms to his workers engaged at site. The contractor should arrange to issue photo identity card, which should be used during the presence of their workmen in NBSC premises.
20. The contractor shall be fully responsible and shall compensate NBSC in the event of any damage to men or material, injury/damage or death as the case may be, caused directly or indirectly due to the negligence of the contractor or his agents and/or his employees or workmen. The decision of NBSC in this regard shall be final and binding. The contractor shall obtain workmen insurance policy from insurance company and submit the same.
21. The contractor should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.
22. Any act of indiscipline/misconduct/theft/pilferage on the part of any employee engaged by the contractor resulting in any loss to NBSC in kind or cash will be viewed seriously and NBSC will have the right to levy damages or fine and /or even terminate the contract forthwith.
23. In case of any default or failure on contractor's part to comply with all/any one of the terms/conditions, NBSC reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to contractor and/or by taking recourse

to appropriate recovery proceedings.

24. If any dispute arises on any matter concerning this contract, the decision of NBSC shall be final and binding.
25. The contractor should not at any time do, cause or permit any nuisance on the site/do anything which shall cause unnecessary disturbances or inconvenience to the occupants/visitors at site or near the site of work.
26. The workers employed by the contractor can use the common facilities such as drinking water, toilet, etc., if any, provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.
27. The workman employed by the contractor should abide with the rules and regulations inside NBSC.
28. The contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of NBSC. The fees, if any, will be reimbursed based on the original receipts issued by them.
29. The contract can be terminated by NBSC on 15 days notice if the services are found to be unsatisfactory and the EMD will be forfeited.
30. NBSC reserves the right to accept/reject/revise any quotations/tenders either in whole or in part without assigning any reasons therefor, whatsoever.
31. On-site storage space will be given as per availability. NBSC will not be responsible for contractor's materials. The contractor may be required to vacate the storage space as per exigency without any extra cost.
32. The contractor shall provide everything necessary for the proper execution of the works. NBSC will not supply any T & P materials or any other materials required for AMC works. No payment for T & P materials, etc. will be made by NBSC. However, NBSC will provide power, water free of cost for works within the premises with prior permission but indiscriminate use will not be allowed. The contractor shall supply, fix and maintain all the scaffoldings, jhulla, T&P etc. at his cost during the execution of any work and remove them as soon as the work is over.
33. The contractor shall not directly or indirectly transfer, assign and sublet the contract or any part of it.

34. Any defect which may appear within the defect liability period of 12 months after the completion of work should be rectified by the contractor at his own cost.

35. The maintenance works stated in the scope of work (Annexure A, B & C) shall be carried out in the following buildings and areas surrounding them, staircases and common areas :

- (i) Main academic building which mainly includes class rooms - 5 nos., seminar rooms -6 nos., faculty rooms - 16 nos., principal's room and other rooms, committee room, entrance hall, conference hall, administrative hall, office rooms, stores, halls, AC & EC plant rooms, all the toilets at ground floor, kitchen, offices and staff lounge, corridors, pergola etc. complete.
- (ii) Hostel - blocks 'A', 'B', 'C' & 'D' having 126 rooms with attached toilet, office store and lounge complete.
- (iii) Dining hall and kitchen - complete with hand wash area, all toilets, utensil wash area, main kitchen and store rooms etc.
- (iv) Principal residence - 1 no.
- (v) Faculty residence - 16 nos.
- (vi) Staff houses -

A	type	-	10	nos.
B	type	-	22	nos.
C type - 22 nos.				
- (vii) Utility building (electrical sub-station and DG Set room) - 1 no.
- (viii) Scooter/cycle stand sheds - 6 nos.
- (ix) Security room at entrance gate - 1 no.
- (x) All roads and pathways inside the campus.
- (xi) All drains, sewer lines and manhole chambers etc. inside the campus.
- (xii) Entire open area (approx. 12 Acres) having underground pipelines/garden hydrants.

36. The property shall be handed over to contractor for maintenance on “as is where is basis” and the contractor shall be required to do the pending work (if any), without any extra cost. In regard to the pending works (as per scope of work) contractor shall not give excuse such as so and so work should have been done by the previous AMC contractors and is not within their scope.

37. Retention Money @5% would be deducted from the Gross value of work done from every bill to be refunded after three months subject to satisfactory work.

DECLARATION BY THE CONTRACTOR

I have read and understood all the instructions/conditions given above and I have taken into account the above instructions/conditions while quoting the rates.

Date:

Signature

Place:

Name & Address

Seal of the contractor

ANNEXURE - A

Scope and Special conditions of Work

Civil/Plumbing & other related work

1. Lump-sum rate quoted shall be for the comprehensive maintenance of internal and external civil and other related works shall include the following:
 - (i) The supply of minor materials, labour and deputing required number of experienced labourers with tools etc. for rectification of all complaints pertaining to work.
 - (ii) Repairing and rectifying all internal and external plumbing, sanitary water supply and sewage works of the building, as and when the defects are observed and/or complaints registered except external sewage (outside premises).
 - (iii) The contractor must replace, the following as when the same are found damaged/unserviceable.
 - a. EWC seat covers, hinges for EWC seat cover.
 - b. Traps and grating of different sizes and materials, including RCC gratings over the external storm water drains and those provided over the basement drainage.
 - c. Bib cocks, stop cocks, pillar cocks, hot and cold water mixers of bathroom showers and washbasins, urinal and W/C flush valves, etc. of required/approved size & design, including the special fittings.
 - d. Ball cocks, handles, pull chain, plungers, washers, outlet and overflow pipes of flush tanks, bottle traps of washbasins and urinals.
 - e. Shower roses of required sizes and materials.
 - f. MS/GI/CI clamps, wooden plugs, brackets.
 - g. Waterproofing of toilets, kitchen platforms and sinks and pattis of kitchen platform.
 - h. Replacement of CI/CI LA class/GI/ASTM PVC Pipes and fittings of existing

materials and sizes, GM gate valves, non-return valves, strainers, pressure relief valves, waste couplings, cockroach traps, etc. of all diameters.

Note: Any item, fixture fitting which is needed to be replaced shall be arranged/paid, subject to prior approval from NBSC.

- iv. Cost of making holes in stone, brick masonry and RCC wall of any size, roofs, chajjas and finishing the same for carrying out the repair works shall be inclusive.
 - v. Filling of joints of traps and tiles, cracks, joints, holes of walls, ceilings, etc.
 - vi. Stopping leakage in various sanitary and plumbing pipes, etc.
 - vii. Clearing of rain water, waste and soil pipes, storm water drains, inspection chambers/manholes, drain pipes from AHUs, toilets, wash basins, etc. once in three months and immediately when the same are choked up.
 - viii. Disconnecting and reconnecting plumbing connection in case of water heaters, geyser, boilers, coolers and other electrical gadgets, whenever such electrical gadgets are required to be replaced/repared.
 - ix. Removal of plant growth and pouring acid in external and common areas as soon as the same is noticed without any extra cost such as scaffolding, etc.
 - x. Cutting, threading and fixing of pipes of any sizes; applying paint to joints.
 - xi. Adhesive used for fixing tiles, plumbing and sanitary fixtures, etc.
 - xii. Liasoning with LDA/JAL SANSTHAN for all the works related to water supply and sanitary works as and when required.
 - xiii. The minor material shall mean jute, washers, screws, zinc white and white cement.
2. Any developmental or new works which may have to be done, will be paid on market rate plus 15% towards overheads and profit on production of bill/vouchers etc. If the contractor is asked to attend any carpentry, steel, miscellaneous work, it will be paid as per enclosed rates (Annexure-E)- approved by NBSC.
 3. Under any circumstances, charges for scaffolding, centering, shuttering, jhulla, curing will not be paid for any work. It is to be included in monthly lump-sum

charges.

4. The replacement shall be done only on written permission of NBSC.
5. In the case of dispute, if any, regarding need of replacement of a particular item, the decision of NBSC shall be final.
6. In regard to the items replaced at NBSC's cost, the old items will be taken away by the contractor at the quoted rate.
7. Contractor will follow the prescribed formats/procedures for receiving complaint, issue of work slips and preparation of bills, etc. as stipulated by NBSC from time to time.
8. Contractor will maintain a proper record indicating reasons for not attending any particular complaint within time schedule. For unreasonable delays in completion of works a penalty of Rs.50/- (Rupees fifty only) per complaint per day of delay shall be charged.
9. The contractor shall furnish 3 years guarantee for waterproofing work carried out by him.
10. For emergency works, and odd hour jobs, no extra payment will be made.

DECLARATION BY THE CONTRACTORS

I have read and understood all the instructions/conditions given above and I have taken into account the above instructions/conditions while quoting the rates.

Date:
Place:

Signature & seal of Contractor

ANNEXURE -B

The contractor will be responsible for cleaning of all the overhead tanks meant for water supply at office, hostel and residential area. The tanks will be cleaned twice a year (preferably in April and October) under supervision of ACT/CT.

The specifications for cleaning the water storage tanks are as under:

R.C.C.Tanks

- (a) Empty the water storage tank, thoroughly scrap all the sides by means of hand scraper, wire brushes and remove scales and encrustations and washing the tank with clean water, again clean the tank by using coir brush and clean water. Empty the tank and allow it to dry for an hour or so.
- (b) Apply a coat of cement slurry mixed with ½ kg. of gur per bag of cement and ‘CICO’ No.1 water proofing compound at the rate of 1 kg per bag of cement with paint brush and allow it to dry.
- (c) Before recommissioning the tank, the same shall be sterlised with bleaching power or Milton’s solution.

P.V.C./HDPE/Plastic Tanks

- (a) Empty the water storage tank, thoroughly clean all the sides by using coir brush, if necessary by soap water, remove all encrustations/moss formations and wash the tank with clean water. Again clean the tank with water and allow it to dry.
- (b) Before recommissioning the tank, the same shall be sterilised as in case of other tanks.

Cleaning of water supply mains, terrace, etc.

- (i) Water supply ring mains may also be flushed once in 2 years to remove the slush/scales in the pipes.
- (ii) Terraces, sunshades, storm water drains, mouth of rain water pipes on terraces, weep holes in the compound wall, etc. shall be cleaned well before the onset of monsoon to obviate blockage to free flow of rain water.

ANNEXURE - C

Scope and special conditions of work

Electrical works

1. Electrical Contractor will post minimum One (1) Electrician with one (1) Helper as Assistant Electrician to look after complete maintenance of installations upto last point of supply i.e. the end user. Electrician's and helper's services will be required invariably between 09.00 a.m. to 06.00 p.m. on daily basis (round the year). However, in the case of emergency, work will have to be continued till the same is completed and for which no extra charges will be paid by NBSC. The contractor shall arrange for attending complaints emergency works after office hours/holidays & charges of the same should be included in quoted rates.
2. All electrical utilities meant for client's use shall be maintained in good condition so as to ensure interruption free operation during office hours.
3. It is responsibility of Contractor to provide necessary tools, tackles, including safety gadgets and consumable like PVC tapes, fuse wires free of cost to his workmen. Cost of items like HRC fuses, tubes/bulbs of all category, starter / choke, switches/sockets and other electrical accessories whose replacement are on account of the uses of power by client / other services agencies will, however, be borne by NBSC. Contractor shall keep necessary records of such replacement to get these certified by PMC/NBSC's official for reimbursement of cost.
4. Contractor shall extend necessary help to other contractors engaged by NBSC under separate contract who are allowed to use permanent installations like plug power / lights for their respective work.
5. The contractor shall take all precautions necessary and shall be responsible for safety of work and risk involved in works carried out by their personnel.
6. Contractor shall vouch safe bonafides, conduct and fidelity of the staff employed by him. Any damage caused willfully or in negligence to the works executed shall be borne by him.
7. The work shall be carried out in accordance with the Indian electricity rules and acts in force and also bye-laws of local authorities and Electric Supply Co.
8. The Electricians/Wire man engaged on the maintenance work shall bear a wire

man's license issued by the State Licensing Board.

9. The contractor shall make his own arrangement for tools and implements viz. Ladder, Step-ladder, Multimeter, Tong-Tester, Testers, Test Lamp Holders, Drilling Machine, 500 V Insulated Pliers, Wrench Sets etc. for executing the electrical works. Contractor may have any other items while he feels necessary for operational maintenance of system.
10. For the storage of important stocks of various materials required for the above work, the contractor shall be provided with arrange for his lockable cupboard.
11. In case of works other than maintenance, not included in the Schedule of Quantities, the contractor shall submit the quotations and obtain approval from NBSC before execution of work. But for urgent nature of works, the contractor shall execute the work without waiting for written approval. In such cases, he shall be given rates as under:
 - a. Rate of the materials as per his purchase voucher (the cash vouchers should be form authorized stockiest). Trade discount available on the MRP of various items should be availed and passed on to the employer.
 - b. Labour based on number of wire men and helpers market rate (minimum wage rate).
 - c. Profit and overheads @ 15% of (a) & (b) above.
12. The contractor shall maintain a register for the material issued and used at various site. The contractor shall also produce weekly record of balance material in stock. The same shall be verified by NBSC's representative. Any shortages in or damage to the material will be recovered from the Contractor's responsibility and cost thereof will be recovered from the Contractor's bills(s). The Contractor's bill shall not be paid till he submits the record of material.
13. The Contractor shall maintain a complaint register for records of complaints. Works as and when attended shall be certified by officer of respective department / occupant of residences as the case may be. A separate column on Register shall indicate details of materials used in particular work.
14. All electrical utilities meant for Clients shall be maintained in good condition so as to ensure interruption-free operation during office hours.
15. The wire man/electrician posted by the Contractor shall be capable of carrying out normal repairs on all electrical gadgets like fans, lights, fittings, water heaters/geysers, switch gears, motors, pumps, etc.

16. The job includes cleaning of switch boards, fans, lights etc.
17. The wire man/electrician shall also attend to any other electrical repair/preventive maintenance job as maybe felt necessary by NBSC within his duty hours.
18. The Contractor shall make his own arrangements to provide alternative mechanics/wire man and helper on the day when regular staff is absent.
19. All type of electrical maintenance work shall be carried out by the electricians on duty. Following are some of the common types of defects requiring rectifications:
 - i. Repairs and replacement of switches, sockets, control accessories, lamp shades, wires and required electrical accessories in NBSC Campus (Office, hostel, residences and common areas).
 - ii. Repairing/Replacement/Fixing of light fittings, ceiling and pedestal fans, exhaust fans, switches distribution boards. Replacement of main switches, regulator, chokes, starters, tubes, control switches, socket outlets, holders, etc. in the campus. Detection of faults in tube light fittings, other light fittings, fans exhaust fans/pedestal fans, regulators, etc.
 - iii. Detection of faults in all types of wiring such as CTS, surface conduit, cables, etc. and rectifying them by removing the defective wiring as required. In concealed circuit system of wiring where old conduits are damaged rewiring shall be carried out either through surface conduits or wiring as directed under cables fault and its repairs. Termination/glanding of power cables including joint making will be included in contractor's scope.
 - iv. Minor repairs to Storage/Instant type Geysers, such as checking/replacement of thermostat, heating coil, wiring, safety valve etc. inclusive of removing and refixing of Geysers, if required. Material will be supplied by NBSC.
 - v. Removal of defective pedestal and ceiling fans, exhaust fans and refixing them back after repairing. Fixing new fans including the Exhaust fans/Ceiling fans/Pedestal/Wall mounted fans. Minor repairs to fans i.e. change of the capacitor, bearings, wiring, oscillating mechanism etc. overhauling and greasing / oiling as required. Material viz bearings, capacitor etc. will be supplied by NBSC.
 - vi. Weekly cleaning of glass panels of solar water heating system/Solar lighting installed in NBSC.

- vii. Maintenance of flycatchers periodically : Checking of flycatchers periodically, Replacement of tube or repair if any may be carried out immediately in case any fault is noticed.(Material shall be provided by NBSC). Periodical cleaning of collection tray of flycatcher machine.
20. The contractor will provide experienced staff/workers in the eventuality of the break-down in the power system. He should endeavour to restore supply in the shortest possible time. No additional payment will be made separately for such an eventuality except for materials which may be used.
21. **Electrical Works not included in this tender:** Operation and operational maintenance of 11 kV sub-station, DG Set, Electrical panels, pump station, street lights, garden lights, control panels, cables and internal electrical installation of NBSC complex **upto and including MCB Distribution Boards.**
22. Failure of staff to report for duty : All complaints shall be attended to immediately/on receipt of complaints/information. If, however, a complaint remains unattended merely due to negligence of contractor's staff, the same shall be got done through a different agency at contractors cost and recovered from his bill.
23. Charges for scaffolding, centering, shuttering, jhulla, curing will not be paid for any external works. It is to be included in monthly lumpsum charges.
24. In case of dispute, if any, regarding need of replacement of a particular item, the decision of NBSC shall be final.
25. In regard to the items replaced at NBSC's cost, the old items will be taken away by the contractor at the quoted rate.
26. Payment of lumpsum charges for maintenance shall be made on the basis of "No complaint pending as at the end of the month" Certificate issued by NBSC officials.
27. Contractor will follow the prescribed formats/procedures for receiving complaints, preparation and issue of work slips and preparation of bills, etc. as stipulated by NBSC from time to time.
28. Contractor will maintain a proper record indicating reasons for not attending to any particular complaint within time schedule. For unreasonable delays in

completion of works, a penalty of Rs.50/- (rupees fifty only) per complaint per day of delay shall be charged).

29. No extra payment will be made for any work where only labour is involved.

DECLARATION BY THE CONTRACTORS

I have read and understood all the instructions/conditions given above and I have taken into account the above instructions/conditions while quoting the rates.

Date:

Signature:

Place:

Name & Address:

Seal of the Contractor:

ANNEXURE - D

Safety - Precautions

As a part of the Contract, the Contractor must satisfy the under mentioned safety requirements and must ensure at all times that these are followed without any deviations:

1. Smoking is prohibited in the entire campus.
2. Any hot job (welding, soldering, etc.), however, small it may be or any job which involves upon flame or using a hot source or temporary electrical connections shall not be done without prior permission from NBSC's Technical Officer. No jobs involving heating are permitted to be carried out after office hours, holidays and Sundays without prior permission.
3. It is entirely the responsibility of the contractor to see that safety appliances such as safety belts, lift lines, helmet, rubber gloves, etc. Depending on the job are made available to his staff at contractor's cost. If the contractor needs any suggestion on the matter, he can approach NBSC's Officer-in-Charge but any lapse on safety will be viewed seriously.
4. The contractor shall ensure that the persons posted for the work are well conversant with the operation of fire extinguisher.
5. The contractor shall take all precautions to avoid accident and causes of accident. He must be careful regarding safety during working of his staff in the premises.

6. Safety precautions of portable electrical appliances

Precautions in handling of portable electrical appliances are more significant under monsoon conditions. Some likely situations are highlighted here for your attention and action to ensure that conditions and methods of usage conform to safety of personnel and property.

- i. **Broken sockets/pin plugs/loose connections** These conditions cause sparking leading to fault condition or electric shock situations. Wires shall not be directly inserted in sockets, as an earth lead on phase socket can give a shock to the operator.
- ii. Polarity of phase/phase, neutral and earth.
- iii. Certain appliances such may give violent electric shock during work if

polarity conditions are not satisfied.

- iv. **Joint in flexible cables** : Usage of portable appliances is that electrical and physical integrity of a joint may be suddenly affected leading to severe sparking and fire if combustible or flammable materials are at the joint. Perhaps this may not be noticed by operator at all. For this and similar reasons, joint in cables of portable appliances are not permitted at all.
- v. **Water leakages** : Water reduces efficacy of insulation depending upon exposure. Presence of moisture on ordinary switches may give a shock during operation. Switches in chronic leakage areas should preferably be de-energised until rectification action and contractor must apprise civil works and properties department.
- vi. **Excavation/Additions/Alternations of building etc.** : During excavation, alternations of building etc. every care shall be taken that electric shock or damage to cables, etc. are avoided, de-energisation of circuits must be considered.

ANNEXURE - E

Approved rates for Carpentry , steel, masonry and glass work at NBSC

S. No	Description	Unit	Approved rates (Rs.)
Carpentry work			
1	Providing wood work in frames of doors, windows, clerestory windows and other frames, wrought frame and fixed in position including painting 2 coats of enamel paint over a coat of primer.		
	i. Hard wood	Cu.Ft.	1,100
	ii. Imported Ghana teak	Cu.Ft.	1600
2	Providing and fixing panelled or panelled and glazed shutters for (35 mm thick) doors, windows and clerestory windows including ISI marked black enamelled MS butt hinges with necessary screws .complete including painting 2 coat of enamel paint, removal of old shutter and disposal of same.		
	i. Second class imported Ghana teak	Sq.m	2,500
3	Providing and fixing glazed shutters for doors, windows and clerestory windows (35 mm.thick) using 4mm thick glass panes including black enamelled ISI marked MS butt hinges with necessary screws including painting and disposal of old shutter.		
	i. Second class imported Ghana teak wood	Sq.m	1,500
4	Providing & fixing palmets fabricated from 18 mm. thick ply wood with priming & two coats of enamel paint with reqd. aluminium brackets excluding rod.	Sq.m	300
5	Providing and fixing flush door shutter 35mm ISI marked including painting 2 coats of synthetic enamel pail over a coat of primer.	Sq.m	900
6	Providing and fixing PVC shutter approx. 25 mm .thick of sintex or equivalent make fitting to be paid extra.	Sq.m	1,400
7	Providing and fixing wooden moulded beading to door and window frames (25-35 mm) with iron screws, plugs and priming and painting coat on exposed surface etc. complete	Metre	20
Steel and aluminium work			
8	Providing and fixing curtain rods of 25mm dia aluminium, medium gauge..	Metre	35
9	Providing and fixing MS grilles of required pattern in frames of windows with MS flats, square or round bars including painting and fixing. complete.	Kg	75
10	Providing & fixing steel beading of approved shape for fixing glass.	Meter	50
11	Providing and fixing 1mm thick MS sheet to existing frames for repairing of doors/covers etc. excluding cost of hiring welding set.	Sq.m	220
12	Providing and fixing pressed steel door frames of existing design of mild steel sheet of 1.25mm including hinges, jamb, lock jamb, bead and if required angle threshold of 50x25mm, or base ties of 1.25mm welded by mechanical means, adjustable lugs with split end tail to	Metre	350

	each jamb including steel butt hinges 2.5 mm thick with mortar guards, lock strike plate and shock absorbers as specified and applying a coat of approved steel primer after pre-treatment of the surface as directed by engineer-in-charge.		
	i. Single rebate		
	ii. Double rebate		550
13	Steel work welded in built up section/frame work including cutting hoisting, fixing in position and applying a priming coat of approved steel primer using structural steel as required.	Kg	67
Glass work			
14	Providing and fixing glass panes with putty and glazing clips wherever necessary		
a	Glass panes of 4mm thick plain	Sq.m	475
b	Glass panes of 5mm thick plain	Sq.m	575
c	Glass panes of 4mm thick pinhead	Sq.m	350
d	Glass panes of 5mm thick pinhead	Sq.m	475
15	Removal of putty of existing glass panes	Metre	10
16	Providing and fixing hard wood fillets of cross section 15x15mm and approved profile including primer/painting etc. complete.	Meter	30
17	Providing and fixing 600x450mm bevelled edge mirrors of superior glass of approved quality complete with 6mm thick AC sheet background fixed to wooden cleats with 4 nos. CP brass mirror screws complete.	each	595
Misc. work			
18	Providing services of one skilled carpenter as & when required with T&P.	Per day	175
19	Providing services of one skilled mason as & when required with T&P.	Per day	175
20	Providing services of unskilled labour.	Per day	100
21	Providing welding machine with rods and operator on day to day basis, whenever called.	P/day	450
22	Providing and fixing medicine chest Patel / Commander or equivalent.	Per no.	750
23	Painting with oil bound distemper 2 or more coats over a coat of primer including surface preparation minimum 10.0 square mt.	sq.mt.	25
24	As above with plastic paint.	sq.mt.	45
25	White washing with lime 2 or more coats minimum 10.0 sq.mt.	sq.mt.	2.5
26	Painting with synthetic enamel paint on old work 2 or more coats. minimum 10.0 sq.mt.	sq.mt.	35

ANNEXURE -F

1. The contractor will be responsible for cleaning of all the telephone instruments and Computer Peripherals at office, hostel and residential area as per the details indicated below :

S.No	Details	Qty. (Approximate)	Frequency of cleaning	Remarks
1	Telephone Instruments of various makes/models	150 Nos.	Fortnightly	Aromatic compound having pleasing aroma may be used to clean the instruments.
2	Desktop Computer	100 Sets	Monthly	Dry dusting of computer monitor & CPU. Cleaning of keyboard, Mouse, Mouse pad by non-abrasive liquid
3	Laptops	20 Nos.	Monthly	Dry dusting of laptop monitor. Cleaning of keyboard and outer body of laptop by non-abrasive liquid
4	Printers	30 Nos.	Monthly	Only outer part to be cleaned.

- (a) The above instruments/Electronic Equipment shall be cleaned by a non-abrasive liquid solution of good quality using soft brush/cloth as per requirement.
- (b) Care should be taken that no damage should be caused to the instruments/Electronic Equipment during cleaning. NBSC shall have the right to recover the damages caused by the contractor, if any, to any of the above instruments/equipment from the dues payable to the contractor.
- (c) The record of having carried out cleaning as per the instructions shall be maintained and got signed by ACT/CT every month. A copy of this record shall be submitted alongwith the monthly bill.

SCHEDULE OF QUANTITY

Tender for Annual Maintenance Contract of existing Civil, Plumbing, Electrical Installations (Excluding Sub-station), Water Tank Cleaning, Cleaning of Telephone Instruments & Computer Peripherals at National Bank Staff College, Lucknow

S.NO.	DESCRIPTION OF ITEM	UNIT	Lumpsum Charges per month in Rs.
1	Monthly lumpsum charges for Annual Maintenance Contract of existing Civil, Plumbing, Electrical Installations (Excluding Sub-station), Water Tank Cleaning, Cleaning of Telephone Instruments & Computer Peripherals at National Bank Staff College, Lucknow inclusive of all labour, T&P etc. complete (excluding cost of consumable materials) as per the scope of work and conditions of contract mentioned in the tender document.	L.S.	

Amount (in words)
(Rupees _____)

Date:

Signature:

Place:

Name & Address:

Seal of the Contractor:

Note :

Electrical Works NOT under the scope of this tender: Operation and operational maintenance of 11 kV sub-station, DG Set, Electrical panels, pump station, street lights, garden lights, control panels, cables and internal electrical installation of NBSC complex **upto & including MCB Distribution Boards.**

..... Contd. on next page

ANNEXURE G

Rates offered by contractor for taking away old unservicable items

S.No.	Item	Unit	Rate(Rs)
1	Steel/GI/CI	Kg.	
2	Brass	Kg.	
3	Aluminium	Kg.	
4	Wood, Ply etc.	Kg.	
5	Tubelights/Bulbs/CFLs	No.	
6	Chokes	No.	
7	Switch/Socket/Regulators etc.	No.	
8	Condensers	No.	
9	Other miscellaneous electrical items	Lot	

Rates should be quoted both in figures and words

Date:

Signature:

Place:

Name & Address:

Seal of the Contractor: